CURRICULUM COMMITTEE FUNCTIONS:

I.   Resources for priority curriculum, $, people, space

    A.   prioritize curriculum
    B.   determine costs, manpower, etc.
    C.   recommend resource allocation
    D.   develop long term goals (5 year)

II.   Review low priority courses--curriculum

    A.   identify low priority courses
    B.   identify courses where questions arise concerning
       relevancy, content, etc.

    C.   establish quarterly reviews:
        Required:
          - validation of need
          - validation of objectives
          - content review (technique)
            (see attachment)

III. Review all new course proposals
    A.   see new course check list
    B.   approve disapprove/recommendations for change
       (see attached new course check list)

IV.   Review curriculum programs, e.g. Analyst training
    A.   ensure rigorous review
    B.   approve procedures/methods
    C.   required technique/method

V.   Oversee conduct of need surveys
    A.   approve method
    B.   review results
    C.   approve changes
       (see schedule of need survey)

VI.   Review and approve all instructional support programs
    A.   CBT programs (annually)
    B.   MPB
    C.   library support
    D.   catalogs
    E.   others

CURRICULUM COMMITTEE (Continued)

VII.   Review recommendations from operations sub-group

VIII.   Develop "Training Trainers Program"
        A.   establish committee (sub-group)
        B.   develop curriculum
        C.   approve recommendations

IX.   Conceptual Curriculum
        A.   units provide course sequencing (in progress)
        B.   develop catagory of courses (final approval due
        C.   develop model for each unit or curriculum program

CURRICULUM COMMITTEE (Continued)

PROCEDURES:

1. Establish a panel chaired by [   ]   STAT
   a) two from each division who will review all
      proposals for curriculum review on issues
      related to that division. Nominees needed.
   b) panel make recommendations to curriculum
      committee.
   c) prepare staff presentations.
   d) committee approval

2. Issues for panel
   a) New Courses
      - list of all courses under development for
        FY 1986 required

   b) Quarterly reviews
      - of courses
      - of curriculum

   c) Need surveys
      - DO
      - DA
      - Recruitment
      - EEO

3. Priorities for panel
      - Management training review
      - Regional Career Studies Program
      - Records management
      - ITCIA (?)